Using Excel in the Classroom

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# Why Should a Teacher Use Excel?

* Most commonly used spreadsheet software
* Several uses for the classroom
* Using technology enhances lessons
* Teacher and student have fun using technology
* Easy to use

# Don’t Forget Help

# Check out Excel Templates – File, New

* Invoices
* Budgets
* Calendars
* Lesson Plans

# Excel Uses in the Classroom

* Sorting Data
* Doing Math
* Creating Charts and Graphs
* Making budgets
* Graph paper

**Sorting Data**

Alphabetize any data (spelling words, student names, etc.) by keying it into a spreadsheet, click Sort and Filter or click on Data and Sort.

**Doing Math Problems**

Practice the order of operations by typing numbers in column A and numbers in column B. In column C, type the equation. Always start the equation with an equal (=) sign. Example: =2\*(A1+B1)

**Creating Charts and Graphs**

**Pictograph**

1. You must first create a spreadsheet prior to making a chart or graph.
2. Put cursor in cell A1, click and type the title and students name in A2. Press enter when finished.
3. Begin in cell A4, and moving down the column A, enter the items being graphed.
4. Begin in cell B4, and moving down the column B, enter the data that goes with each of the items being graphed.
5. When finished, highlight data by clicking in cell A1, holding the clicker down, and dragging the mouse until all information has been highlighted. Let up on your mouse clicker.
6. Click on Insert and choose the graph that you want to use.
7. For the pictograph, choose Column.
8. Add or change the title and subtitle by double clicking the box.
9. To add pictures to the graph, double click on the column until it is the only one selected.
10. Right click and choose Format Data Point. (This can be used to just change the color or format of the columns.)
11. Click on Fill, Picture and Clip Art and find a picture.
12. Click on Stack and Scale to 1 unit.
13. Do steps 7-12 for each column.

**Scatter**

Use it to show the graph of a line. Type x coordinates in column A and y coordinates in column B. Highlight columns A and B and choose the Scatter. Click on the Linear Graph and have students find the equation of the line.

Other Ways to Use Graphs:

Timelines

Probability

Surveys

Fractions (Pie Chart)

Unit Conversion

Making Predictions

# Excel Resources for Teachers

<http://www.microsoft.com/education/lessonplans.mspx>

[www.sabine.k12.la.us/class/**excel**\_**resources**.htm](http://www.sabine.k12.la.us/class/excel_resources.htm)

<http://teachers.teach-nology.com/themes/comp/spreadsheets/>

<http://www.internet4classrooms.com/on-line_excel.htm>

<http://www.educationworld.com/>